

Guidelines for the Operation of AADP Employee Network Groups

(Revised 02/12/02)

The following guidelines are established to clarify the requirements which Affirmative Action and Diversity Program– (AADP-) sponsored employee network groups (ENG) must meet in order to receive formal Laboratory recognition, including AADP funding support.

I. GROUP DEFINITIONS:

AADP-sponsored ENGs reflect a broad cross section of the diversity represented within the Laboratory's workforce and the nation as a whole. Currently, these groups include:

- American Indian Activity Group (AIAG)
- Amigos Unidos Hispanic Networking Group (AUHNG)
- Asian Pacific American Council (APAC)
- Association of Black Laboratory Employees (ABLE)
- Lesbian/Gay/Bisexual/Transgender Association (LGBT)
- Lawrence Livermore Laboratory Armed Forces Veterans Association (LLAFVA)
- Lawrence Livermore Laboratory Women's Association (LLWA)

These groups, when hosting activities co-sponsored by AADP, act in an official Laboratory capacity. Therefore, all ENG officers must be LLNL career-indefinite employees. General membership requirements for non-officers, including participation at ENG events, shall be determined by the ENG, in accordance with other applicable LLNL and University of California (UC) policies and procedures. ENGs are officially identified as affiliated with AADP and LLNL by having the group president or chair sign the ***Employee Network Group Sponsorship Agreement***. (AADP99-028).

II. PURPOSE:

AADP's primary diversity objectives include helping to promote inclusion, awareness, understanding, and mutual respect within LLNL's workforce. An initial and fundamental step in achieving these goals involves increasing awareness of groups not represented by the dominant culture. Partnering with ENGs to gain insights and help educate the workforce on cultural issues and concerns of ENG's broader constituencies will improve AADP's effectiveness in this area.

The purpose of the Network group's involvement with AADP shall therefore be to promote AADP's diversity goals, including increasing understanding and awareness of the constituency represented by the group, through educational and other related activities. The AADP director, or the director's designee, shall determine whether the group's activity is consistent with AADP's diversity goals and mission.

III. AADP CONTACTS FOR ALL MATTERS RELATING TO ENGs

Lorie Valle, ext. 2-1770	Diversity Awareness Program Manager
Michele Cardenas, ext. 3-2796	Administrative Support

IV. LABORATORY-PAID PARTICIPATION:

Network group participation shall be on non-work (volunteer) time, unless pay status is approved in advance by either the participant's department or AADP. Network events should be scheduled around the noon hour to best accommodate and increase network group participation and support.

V. CONDITIONS OF EMPLOYMENT ADVOCACY:

LLNL guidelines: http://www-hr.llnl.gov/PDF/hr_admin/pppm/J_Employee_Org.pdf

HEERA info: <http://www.ucop.edu/humres/labor/heera/>

University of California employees are free to seek union representation to represent their issues to management. Such interactions are regulated by the Higher Education Employer-Employee Relations Act (HEERA). Laboratory management's official interface with such groups is Human Resources, Staff Relations Division. AADP ENGs are not intended to perform this role; therefore, AADP ENGs are not permitted to serve as advocates for or to represent individual employees or groups in negotiations, grievances, complaints, or other disputes with management. ENGs that engage in any of these types of activities could then be identified as a union and should more appropriately interface through the Laboratory organization (Staff Relations) officially tasked with ensuring HEERA compliance. Consistent with Laboratory policy, official Laboratory-sponsored funding and endorsement through AADP must then be withdrawn.

VI. OPERATING GUIDELINES:

In addition to the guidance provided in this document, all other AADP guidelines and all applicable Laboratory policies will be in effect. Specific guidelines for the disbursement of AADP funds are described in Section XII, FINANCIAL SUPPORT.

VII. PUBLISHED IDENTITY:

The ENG must identify affiliation with AADP and LLNL for co-sponsored events by indicating so on all published documentation concerning such events. This applies to network group notices and announcements of all Laboratory-wide events (e.g., fliers) carried out in partnership with LLNL, letterhead (if applicable), and correspondence outside of LLNL. AADP shall approve all co-sponsored documentation before publication is made.

VIII. COMMUNICATION:

LLNL computer use policy applies. All Laboratory-wide network group communication must be approved in advance by AADP (e.g., fliers, *Newsline*). Operation of an LLNL Web page requires approval by AADP. AADP maintains a web page that is available for network group use (refer to Web site: <http://www.llnl.gov/aadp/>).

IX. ON-SITE EVENTS:

Sponsored, on-site events require prior approval from AADP.

Insurance coverage is provided for AADP-approved official LLNL events only. Funding aspects of on-site events are listed in Section XII. FINANCIAL SUPPORT.

X. FUNDRAISING:

On-site fundraising is limited and requires AADP prior approval. Food sales are not allowed unless approved by AADP. Network group food sales events must be in compliance with Hazards Control guidelines.

Solicited donations are not allowed unless approved in advance by AADP. Product sales are not allowed on-site. Sale of network group goods may be accommodated by the LLESA Employee Store.

XI. OFF-SITE EVENTS:

Requires prior approval from AADP, if the ENG is participating in the activity as an official LLNL Employee Network Group.

XII. FINANCIAL SUPPORT:

Employee network groups are eligible to receive available AADP funding. AADP shall notify the ENG at the beginning of the fiscal year as to the amount of funding available to each group. Funds shall be divided equally among the identified AADP employee network groups. Disbursement of funds is subject to the guidelines and procedures listed below.

AADP will be responsible for assuring that the dispersal of funds in each particular case is allowable under LLNL's contractual agreements with the Department of Energy (DOE) and permitted under UC policy.

Each employee network group should maintain a bank account. Sponsored ENGs may use the LLNL nonprofit Tax ID number when establishing bank accounts.

Each ENG may use its budget for purposes that the group deems appropriate—e.g., scholarships, speakers, special events, etc.—as long as the activities are allowable under Laboratory guidelines and consistent with the goals and practices of AADP. Overall budget responsibility for these funds rests with the AADP director, who reserves the right to redirect funds based on overall Laboratory and AADP objectives.

Approval for disbursement of funds must be obtained in advance from the AADP Office and the Laboratory's Business Services Office. This approval will ensure that the expenditure is allowable, meets AADP programmatic objectives, and is consistent with Laboratory policy and that appropriate protocol is employed. Noncompliance with the approval process for disbursement of funds may result in an unauthorized procurement and personal liability to the employee.

Examples of allowable expenditures include the following:

- Speaker honorarium and travel expenses.
- Scholarships.
- Catering (by LLNL's food service vendor) for special events.
- Labor charges for event setup.
- Multimedia support.

- Travel expenses for group members to attend appropriate conferences, meetings, or training.
- TID printing.

These funds may not be used for entertainment, speaker gifts, recognition awards, or other items specifically prohibited by Laboratory policy. Detailed procedures for completing approved expenditures are provided in subsequent sections of this memo. Items that your groups may want to handle that are not mentioned in this memo or fall into areas where policy is ambiguous should be discussed with the AADP office before any funding commitments are made. The procedures provided below are designed to ensure compliance with Laboratory policy and AADP's programmatic objectives.

A. General Guidelines:

1. Involve AADP in the planning process as early as possible. AADP will ensure that the proposed activity is within the scope of allowable items and grant approval for that activity. AADP will begin any required paperwork and identify which tasks can be handled through the AADP office and which tasks should be handled by the ENG.

2. Funding requests must be received by the appropriate AADP contact **no less than two weeks prior** to an activity, but as much lead time as possible would be preferred in order to minimize problems associated with last-minute arrangements. Late requests may result in approval being denied.

B. Cultural Awareness Events:

1. The FY02 budget for cultural awareness events is \$1400 for each group. In addition, AADP will cover the cost to print one flier for Lab-wide distribution per ENG. All requests should be worked through the appropriate AADP contact.

2. In order to minimize unauthorized requests, all funding requests must have the endorsement of the ENG president, chair, or co-chair and must be submitted to the AADP contact.

C. Outside Speakers:

General. Speakers for ENG events must be approved by AADP. In general, speakers must be relevant to the event, and be credible professionals in their field. Speakers also should demonstrate cultural sensitivity and respect for diversity. The speakers' topics should be appropriate for the Laboratory's role

as a federally funded institution and should not be political or religious in nature. Honorariums for speakers are not required but may be provided when deemed appropriate by the sponsoring ENG and AADP.

General guidelines for establishing speaker honorariums are as follows:

- \$250 For local and/or relatively unknown speakers
- \$500 College professors and similarly situated professionals
- \$1000 Chief executives and community leaders
- \$1500 Nationally renown speakers

Note: Per Laboratory policy, honorariums cannot be paid to an organization but must be paid directly to an individual. Social security number is required.

Transportation and/or lodging costs for guest speakers may also be provided with AADP approval. AADP will establish the appropriate protocol for high-level speakers and will determine if guests from DOE, UC, or other organizations should be invited to meet with the speaker. AADP will also handle all paperwork required for payment to the speaker.

ENGs electing to use speakers not funded by AADP must obtain approval from AADP; however, ENGs are expected to handle all their own arrangements or work with the funding department.

Procedure. The procedure for securing speakers for LLNL-funded events is as follows:

1. Once the proposed speaker is identified, contact AADP. It would be helpful if an ENG representative had already made a preliminary informal inquiry to the speaker as to availability and cost. AADP will confirm what current policy is with respect to honorarium amounts and other allowable expenses. **Please note that these inquiries must not be construed as constituting a guarantee of payment** (see earlier discussion on unauthorized procurements). If it is necessary to reserve a date and time with your proposed speaker, indicate that an official offer will come from AADP.

2. AADP will determine whether it is appropriate to sponsor the speaker, verify that sufficient funding is available, and as appropriate, make all honorarium and travel expense arrangements. This process will include obtaining Business Services' approval, sending out an official invitation to the speaker as an invited guest, and coordinating honorarium payments and travel reimbursements as well as determining what travel costs are allowable with the invitation (if any).

3. AADP will work with the ENGs on any other arrangements that may be necessary (scheduling meeting rooms or auditoriums, arranging working lunches and badging, and setting up additional tours or meetings as desired).

4. AADP will invite all appropriate guests (DOE, UC, etc.) according to protocol.

D. Scholarships:

General. AADP provides funding for scholarships in conjunction with our commitment to affirmative action and increasing the numbers of women and minorities within LLNL's workforce. As such, ENGs representing a group targeted by federal affirmative action regulations (i.e., women, African Americans, Asians, Hispanics, American Indians, veterans, and people with disabilities) are eligible to receive these funds in accordance with the following guidelines.

Procedures. Funds are available to eligible associations on a funds-matching basis. The maximum limit on these funds for FY02 is \$1400 per network group. This amount may vary in future budget years depending on AADP's overall funding levels, but every attempt will be made in future years to meet or exceed this level.

1. Up to \$1400 will be matched, on a dollar-for-dollar basis, with scholarship funds raised by ENGs. Monies must be raised from sources other than LLNL programmatic funds.

2. The following groups are eligible to receive scholarship funding:

- American Indian Activity Group (AIAG).
- Amigos Unidos Hispanic Networking Group (AUHNG).
- Asian Pacific American Council (APAC).
- Association of Black Laboratory Employees (ABLE).
- Lawrence Livermore Laboratory Armed Forces Veterans Association (LLAFVA).
- Lawrence Livermore Laboratory Women's Association (LLLWA).

3. The employee network group must submit scholarship procedures and criteria to the AADP contact for approval prior to committing scholarship awards to selected candidates. The information submitted should include:

- Eligibility requirements (e.g., school enrollment status, required GPA, association membership status, etc.).
- Selection criteria.
- Selection process.
- Receipts of generated funding for matching funds.

4. Approvals:

In general, AADP's intent is to allow the ENG as much autonomy as possible in administering its scholarships. However, certain administrative policies and legal statutes must be adhered to by the Laboratory in order to comply with Contract 48 cost allowability requirements. These include:

- **Race/gender requirements.** Legislation and policy within the University of California and the State of California prohibit race, gender, color, ethnicity, or national origin from being used as eligibility criteria for scholarship awards.
- **Academic standing.** LLNL has traditionally placed a high value on technical and academic excellence. In keeping with these values, ENGs are encouraged to require grade point averages of 3.0 ("B") or higher for scholarship awards. However, incentive awards for lower achieving students (2.0 minimum GPA) who demonstrate significant improvement or potential may be granted with AADP approval.
- **Institutions.** Scholarship recipients shall be enrolled or accepted in an accredited community college, college, university, or approved vocational school.
- **Citizenship.** Scholarship funds shall be awarded to U.S. citizens only.

ENGs requiring assistance with developing scholarship procedures and criteria may contact AADP.

Funds shall be requested two weeks in advance, in accordance with the procedure discussed in the paragraph labeled **General Guidelines** (on page 5). Receipts for matching generated funding should accompany AADP funds request.

E. Budget Overruns:

Budget overruns are disruptive and unfair to other ENGs who have been careful in their spending and, therefore, are to be avoided at all costs. Should overruns occur, the amount of the overrun will be deducted from the following year's funding.